Receipt of Funds **Process No. 1001** Response: Accepted, see master document.

Scope

This process defines procedures for receipt, documentation, CEFMS entry and notification of funding in support of work performed by USACE Activities. These procedures address all funds received through a Funding Authorization Document, or Customer Order, which could be received as Cost Shared/Contributed funds/in-kind services from sponsors/customers.

Funds received through the Operating Budget are covered in *Departmental Overhead & Support Service Organizations[PROC1023]*.

Policy

ER 5-1-11[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

ER 37-1-26[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf]

ER 37-2-10[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf]

ER 37-345-10[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf]

Responsibility

The Resource Management Office/Directorate (RM) is responsible for receiving all funding documents.

The Resource Management Officer is responsible for ensuring accurate recording in CEFMS under the appropriate program (e.g., MILCON, GI/CG).

The CEFMS project work item responsible employee or alternate responsible employee(s) can designate originators, approvers and certifiers for their funded work item(s).

Distribution

CEFMS Project Work Item Responsible Employee*

Program Manager (PgM)

Project Manager (PM)

Resource Management Office*

Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

Acronyms and Glossary[REF1001]

CEFMS Users Manuals Online[http://rmf31.usace.army.mil/cefmsdoc/]

Contingency Funds, Project Level[REF1011].

Financial Management[REF1032]

Initiating a Project in P2[PROC1005].

Work Acceptance[PROC1016].

Project Execution and Control[PROC1017].

Resource Estimate Development[PROC1003].

Activity Preface

This process is performed whenever Funding Authorization Documents (FAD), or Customer Orders, are received. The project for which funds or in-kind services are received should be entered in P2 prior to using this process: *Initiating a Project in P2[PROC1005]*. By entering the project in P2, the PDT will be establishing the manner in which they want to manage and report on the project including the one-to-one and one-to-many relationships that will exist between P2 and CEFMS. P2 will generate PR&Cs information for CEFMS in accordance with these relationships. The PDT will need to plan carefully to ensure they are establishing the P2/CEFMS relationships that will allow them to obtain financial management data needed by the PDT, including the customer. Refer to *Financial Management[REF1032]*.

If this is the initial receipt of funds for the project or the receipt of new Fiscal Year funds for an on-going project, you will return to *Initiating a Project in P2[PROC1005]* to complete required processes and move into the Project Planning Phase. If you are recording on-going collections of advance amounts/in-kind services from sponsors you will continue to execute the project in accordance with *Project Execution and Control[PROC1017]*.

> ## Resource Management Office / Program Analyst Response: Rejected & Reworded. See master document, CEFMS Responsible Employee steps added

1.   **Obtain information from PM.** Response: Rejected, covered by process logic. Record the funds/in-kind services in CEFMS under the appropriate program. For cost shared/in-kind services you must establish a *Cost Share Control Record* and a Sponsor's *Advance Account*.

     Refer to Section 6, Funding, of the CEFMS Users Manual [http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf].

     Refer to Section 26, Cost Sharing, of the CEFMS Users Manual [http://rmf31.usace.army.mil/cefms/doc/user_manuals/sec26-cost-share.pdf]

If FAD, goto task #5. Otherwise, goto task #2.

2. Notify CEFMS Project Work Item Responsible Employee to technically approve.

CEFMS Project Work Item Responsible Employee

3. Technically approve the customer order in CEFMS.

    The project work items are attached to the customer order during the technical approval process. Refer to *Section 6, Funding, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf].*

Resource Management Office

4. Financially approve and accept the customer order in CEFMS.

    Refer to *Section 6, Funding, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]*.

5. Notify CEFMS Project Work Item Responsible Employee & PM that the project work item has been funded.
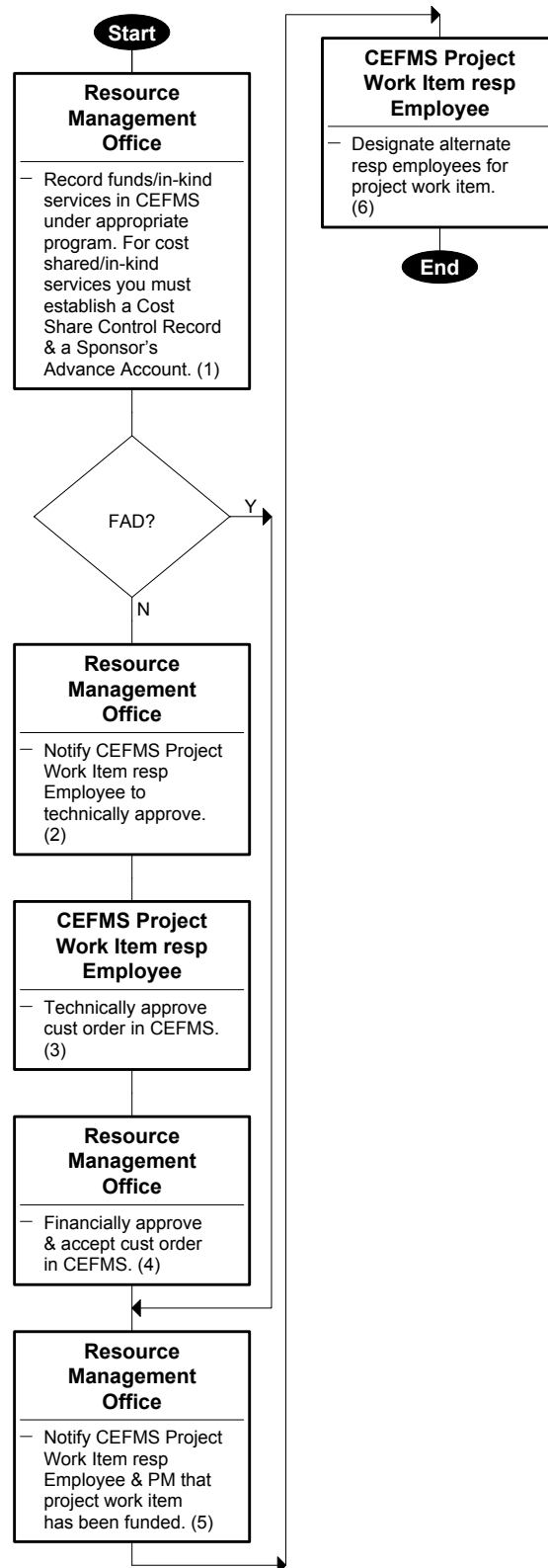
CEFMS Project Work Item Responsible Employee

6. Designate alternate responsible employees for the project work item.

    Refer to *Section 6, Funding, of the CEFMS Users Manual[http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]*.

End of activity.

Start

Resource Management Office

– Record funds/in-kind services in CEFMS under appropriate program. For cost shared/in-kind services you must establish a Cost Share Control Record & a Sponsor's Advance Account. (1)

FAD? — Y

N

Resource Management Office

– Notify CEFMS Project Work Item resp Employee to technically approve. (2)

CEFMS Project Work Item resp Employee

– Technically approve cust order in CEFMS. (3)

Resource Management Office

– Financially approve & accept cust order in CEFMS. (4)

Resource Management Office

– Notify CEFMS Project Work Item resp Employee & PM that project work item has been funded. (5)

CEFMS Project Work Item resp Employee

– Designate alternate resp employees for project work item. (6)

End

Receipt of Funds Flowchart